



CITY OF HOUSTON

Job Posting

	Correction	Correction	Correction
1	Applications accepted from:		
2	ALL PERSONS INTERESTED		
3	Job Classification	PLANNER	
4	Posting Number	PN# 109986	
5	Department	PLANNING AND DEVELOPMENT	
6	Division	NEIGHBORHOODS	
7	Section		
8	Reporting Location	611 WALKER 6 TH FLOOR	
	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*	
		*Subject to change	
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Works closely with residents and community stakeholders, the development community, contractors, and the historic preservation community to carry out preservation goals and promote historic preservation through landmark and historic district designations, and through the development and implementation of new programs to preserve the character of distinctive neighborhoods within the City.		
10	<u>WORKING CONDITIONS</u> This position is physically comfortable; the individual has discretion about walking, standing, etc.		
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Master's Degree in Urban Planning, Architecture, Civil Engineering, or a closely related field.		
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> No experience is required. A Bachelor's Degree in Urban Planning, Architecture, Civil Engineering or closely related field and two (2) years of related experience may be substituted for the education requirement.		
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).		
14	<u>PREFERENCES</u> One to two years experience with citizen groups or organizations in historic preservation activities. Strong GIS, ArcView, AutoCad skills and ability to generate technical reports. Familiarity with development ordinances. Excellent interpersonal, organization, instruction, presentation, and communication (verbal and written) skills. Academic, research and investigative skills. Attention to details and ability to work under tight deadline pressures.		
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None		
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug		
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The average salary range is: <div>Salary Range - Pay Grade 16 \$1,242 - \$1,548.47 Biweekly \$32,292 - \$40,248 Annually</div>		
18	<u>OPENING DATE</u> May 24, 2006		
19	<u>CLOSING DATE</u> Open Until Filled		
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. For application status inquiries, please call 9713) 837-7744. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD phone number is 713-837-9471. An equal opportunity employer		